

WORKFLOW: INITIATING AN EXCEPTION TO GRADUATION REQUIREMENTS IN POUNCE



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

WORKFLOW: INITIATING AN EXCEPTION TO GRADUATION REQUIREMENTS IN POUNCE

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PROCESS

Exceptions to graduation requirements are initiated via Pounce by student advisors or department chairs. Once submitted, the request is sent via Workflow for approval to the appropriate approvers. Upon final approval, exceptions to graduation requirements are processed in the Office of the Registrar within 2-3 business days.

RESPONSIBILITIES

Advisors should complete an exception to graduation requirements when a student wishes to seek approval for an exception to a graduation requirement or regulation.

INSTRUCTIONS

1. Log into Pounce using your NetID and password.

<https://pounce.augusta.edu>.

2. Choose “Faculty Services” from the top menu.



Main Menu

3. Choose “Exception to Graduation Requirements” from the options.

[Course Substitution](#)

[Appeal to Participate in Commencement](#)

[Exception to Graduation Requirements](#)

RELEASE: 8.8.2.1

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4. Choose the current term then “Submit.”

Select Term

A screenshot of the 'Select a Term' dropdown menu. The text 'Select a Term:' is followed by a dropdown menu showing 'Spring 2018' and a downward arrow.

Submit

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5. Enter the Student ID for the student that you will be submitting an exception to graduation requirements for, then “Submit.”

Exception to Graduation Requirements

Student ID:

RELEASE: 9.0

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6. Confirm the information listed under “Student Information” is correct. If the information is incorrect, please contact jagtrax@augusta.edu and include the information that needs to be updated.

Student Information

Student ID:
Name:
Expected Grad Date:
Program:
Degree:
Major:
Concentration:
Minor:
Double/Dual:
Catalog Year:

7. Choose the appropriate response for “Graduation Application on File”.

Request Information

Graduation Application on File:

Exception Requested:

If Other, please list request:

Provide a Justification for the exception requested:

8. Choose the exception requested.

Request Information

Graduation Application on File:

Exception Requested:

If Other, please list request:

Provide a Justification for the exception requested:

9. If the exception needed is not in the dropdown from step 8, type in the exception in the “if other, please list request” box. If it is not “other”, please

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enter “NA” or “not applicable” as all questions must be completed in order for the workflow to process.

Request Information

Graduation Application on File:

Exception Requested:

If Other, please list request:

Provide a Justification for the exception requested:

10. Provide a justification for the exception requested.

Request Information

Graduation Application on File:

Exception Requested:

If Other, please list request:

Provide a Justification for the exception requested:

11. Once submitted, a confirmation of submission will populate.

Exception to Graduation Requirements

Exception to Graduation Requirements Submitted.

12. At this time, the request will move to the first approver.

FREQUENTLY ASKED QUESTIONS

Q: How long does it take to process an exception to graduation requirements?

A: Once the approved appeal is received by the Registrar’s Office, it will be completed within 2-3 business days.

Q: We’ve always placed the exception in the student’s file. What kind of documentation will this provide?

A: Workflow will “document” each step in the process and the University Administrator and the Registrar’s Office will have access to audit the trail.

CONTACT

If you have any additional questions, please contact our office at jagtrax@augusta.edu.